



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
SENIOR PHOTOGRAPHER	31	B	7.815
PHOTOGRAPHER	29	B	7.827

SERIES CONCEPT

Photographers schedule photo shoots, take pictures, process and develop film, and maintain equipment and perform other related work as required.

Schedules, assigns, and takes photographs by receiving requests; determining location and type of photographs required; selecting camera lenses, films, and accessories, confirming appointment; and setting up equipment at site, in order to comply with specifications for photographic requests.

Develops pictures and produces enlargements and contract prints by utilizing hand methods or automatic processor; following laboratory procedures; selecting and using graded or poly-graded papers, enlargers, color analyzers, and enlarging meters; mixing print, film processing, and other photographic chemicals according to specifications; and following production standards, in order to create photographic prints according to desired technical, aesthetic, and archival specifications of clients.

Establishes and maintains photographic quality control procedures by establishing black and white and color film and print standards using sensitometric/densitometric processes and maintaining that standard by monitoring times, temperatures, D-Log-E results, in order to produce repeatable photographic products with a minimum of wasted material and time.

Maintains photo laboratory by cleaning; properly storing equipment and chemicals. Establishes and maintains stock-level of photographic expendable supplies by monitoring existing materials, researching and ordering needed replacements in order to maintain sufficient levels of the various types of film, paper and chemicals needed for efficient daily operation.

Maintains and repairs photographic equipment by cleaning; oiling; replacing parts; or sending out for repair, in order to keep equipment in good working order.

Establishes and maintains photographic filing system by categorizing; mounting; and storing, in order to facilitate retrieval using various cross reference indexes.

Establishes and maintains photographic work order control procedures by logging each photo request, assigning work order number, entering client and materials used, in order to complete billing for each job, monitor status of work assignments and to assure that work is done in a timely manner.

CLASS CONCEPTS

SENIOR PHOTOGRAPHER

Under limited supervision, performs the full range of duties outlined in the series concept and either 1) supervises one or more Photographers, or 2) independently handles all photographic assignments in an agency and where special photographic expertise is utilized.

PHOTOGRAPHER

Under general supervision of a Senior Photographer or Agency Section Manager, performs the full range of duties outlined in the series concept. This is the journey level for this class series.

Progression to the next level in the series is not automatic and is based on the level of work performed.

MINIMUM QUALIFICATIONS

SENIOR PHOTOGRAPHER

EDUCATION AND EXPERIENCE:

I

Graduation from an accredited college or university with major coursework in photography, journalism, art or related field and two years of progressively responsible experience scheduling and directing photo shoots, taking photographs, developing pictures, maintaining a photo laboratory and associated photographic equipment, and developing and maintaining a photo filing system; OR

II

Graduation from high school or equivalent (GED) and four years of progressively responsible experience as outlined in option I; OR

III

One year at the Photographer level in Nevada State service; OR

IV

An equivalent combination of education and experience where the applicant has demonstrated possession of the entry level knowledge, skills and abilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of suppliers and availability of photo materials.

Ability to use and maintain automated print processing equipment. Ability to supervise subordinate staff. Ability to plan, organize and manage a photographic section.

MINIMUM QUALIFICATIONS (cont.)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of color filters and di-chroic light sources and effect they have on print materials. Knowledge of photographic quality control procedures including Sensitometry, Densitometry and their application to various photographic emulsions and processes. Basic knowledge of computer/data base management and spreadsheet programs. Knowledge of advanced camera skills including: depth-of-field, shutter to iris relationship, selective focusing and camera care.

Ability to test and repair mechanical and electronic machinery and equipment. Ability to spot and retouch photographic negatives and prints. Ability to plan and organize location and studio assignments with clients including estimates of time and materials. Ability to work well with coworkers, persons in other departments, and clients, to listen to their requirements and make necessary recommendations, using the necessary skills and photographic knowledge. Ability to work independently and adapt to quickly changing situations.

All other knowledge, skills and abilities required in the lower level of the series.

PHOTOGRAPHER

EDUCATION AND EXPERIENCE:

I

Graduation from an accredited college or university with major coursework in photography, journalism, art or related field ; OR

II

Graduation from high school or equivalent (GED) and two years of progressively responsible experience scheduling and directing photo shoots, taking photographs, developing pictures, maintaining a photo laboratory and associated photographic equipment, and developing and maintaining a photo filing system; OR

III

An equivalent combination of education and experience where the applicant has demonstrated possession of the entry level knowledge, skills and abilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of color filters and di-chroic light sources and effect they have on print materials. Knowledge of photographic quality control procedures including Sensitometry, Densitometry and their application to various photographic emulsions and processes. Knowledge of suppliers and availability of photo materials. Knowledge of computer/data base management and spreadsheet programs. Knowledge of lenses and their affect on the finished image such as distortion, spacial

MINIMUM QUALIFICATIONS (cont.)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (cont.)

compression, and depth-of-field. Knowledge of special needs, concerns, formats and timeliness for various media. Knowledge of the characteristic and specifications of black and white and color photographic films and emulsions and how they are related to various light levels and colorations.

Ability to use and maintain automated print processing equipment. Ability to test and repair mechanical and electronic machinery and equipment. Ability to spot and retouch photographic negatives and prints. Ability to plan and organize location and studio assignments with clients including estimates of time and materials, how to improve and develop their ideas and needs with recommendations and follow through to the completion of the assignment. Ability to work independently and adapt to quickly changing situations. Ability to perform work assignments independently.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of a wide range of camera lenses and accessories including light meters, flash meters, studio and on-camera strobes. Knowledge of modern photography methods and techniques. Basic knowledge of the specifications and characteristics of black and white and color print material. Basic knowledge of photographic chemicals and film emulsions.

Ability to operate various types of cameras and related photographic equipment such as enlargers, processors, lighting, copy stand, slide duplicators, etc. with proficiency and a high degree of skill to produce quality and accurate photographic images. Ability to understand and use effectively the principles of composition, lighting, color, texture and form to produce original, creative, and technical photographic work. Ability to perform photo laboratory work and develop various films and photographic papers. Ability to write concise, grammatically correct business correspondence. Ability to perform measurements using the U.S. Customary System and Metric System. Ability to conceptualize visual images provided verbally or in written form.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>7.815</u>	<u>7.827</u>
ESTABLISHED:	1/1/61	1/1/61
REVISED:	4/1/67	12/1/65
REVISED:	12/19/85-12	4/1/67
REVISED:	7/1/89P	12/19/85-12
	8/19/88PC	
REVISED:	7/1/95P	7/1/89P
	9/16/94PC	8/19/88PC
REVISED:		7/1/95P
		9/16/94PC